

PREPARING CLASSIFIED MATERIAL FOR DESTRUCTION IN THE INCINERATOR

Updated 2 Nov 04

The WPAFB Central Destruction Activity (CDA), Building 306, is located adjacent to the filling station and near Hunter's Lodge in Area B.

- The CDA is available by appointment on Monday, Wednesday and Friday from 0700-1500. To schedule an appointment, call 56971. Regular appointments, i.e. weekly, monthly, etc., may be scheduled.

- Before making an appointment, ensure you know how much material (in pounds) you will be destroying and what type of material it is (paper, plastic, chromium-containing plastic). See below for specific preparation instructions.

Note: The burn rate is 350 lbs/hour and the facility's permit from the Ohio Environmental Protection Agency (OEPA) allows it to burn 1000 lbs/day. Because of this, if you bring more material than you've estimated or fail to properly separate different material, you will have to transport the material back to your organization and make another appointment. *You may not leave it at the CDA. **The CDA is not authorized to store classified material.***

- Two cleared individuals will transport the classified material to the facility and accompany it until all material is burning.

- Weight limit per bag or container is 15 lbs. bags should be taped shut rather than stapled and must be marked with the appropriate classification and any other appropriate markings. The CDA accepts Privacy Act, For Official Use Only and other sensitive, unclassified material; these must also be marked.

Preparation Instructions

To comply with the OEPA permit for the incinerator, the following steps must be taken by all organizations preparing classified waste for disposal at the incinerator:

1. All **paper** must be separated, placed in a bag or box, and clearly labeled "paper." Books **must** be torn apart. CDA users **must** remove all metal fasteners from burn material, including paper clips and staples. Computer paper must be loose and not packed.
2. All **plastic** must be separated, placed in a bag or box, and clearly marked "plastic." Plastic includes all non-paper items, such as viewgraphs, plastic three-ring binders (no metal rings), CD-ROMS, microfiche, rubber stamps, and typewriter cartridges and ribbons. Tapes must be removed from metal reels, but may be left on plastic reels.
3. All **chromium-containing material** must be separated, placed in a bag, and clearly labeled "chromium-containing plastics." Chromium-containing material include audio and videotapes and computer diskettes. The metal slides on disks **must** be removed. The disk centers are OK.

The material will be weighed and logged in by the incinerator operator. Do not bring extra without calling in advance for permission. In order to provide quality control for this procedure, bags or boxes of material will be randomly checked to verify that they contain only those items indicated on their label. Of particular concern are the chromium-containing items. If any bag labeled "paper" or "plastic" is found to hold any chromium-containing item, the entire batch from that submitting organization will be rejected. If bags labeled "paper," "plastic," or "chromium containing plastics" are found to contain a sufficient quantity of inappropriate material, it will also be rejected. The determination of "sufficient quantity" is at the discretion of the incinerator operator.

For questions regarding what material is acceptable to burn in the incinerator, call the base Air Quality Program Manager at 257-2455 in the base Office of Environmental Management.